



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

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November 19, 2007

To: ALL INTERESTED PARTIES

Subject: REQUEST FOR PROPOSAL FOR THE CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Request for Proposal (RFP) for the Child Sexual Abuse Treatment (CSAT) Program. This program is made available through State Victim Witness Funds and is contingent upon passage of the 2008 State Budget Act. The total funding amount for the CSAT Program for State Fiscal Year (FY) 2008/09 is anticipated to be \$256,500. Four child sexual abuse treatment projects will be funded. These projects will provide comprehensive treatment services to child victims of sexual abuse/sexual exploitation. (Please see Part I, E. Funds (page 2) of the RFP for a breakdown of the funding amounts per project.)

The CSAT Program funds nonprofit organizations, state entities, and local units of government to provide therapy and other support services to child sexual abuse victims. Applicants must have experience providing treatment to child victims of sexual abuse/sexual exploitation.

Upon the completion of the competitive selection of the four projects, the projects will be funded ongoing thereafter on an annual basis contingent upon availability of funds, successful project performance, and compliance with the grant award agreement. The first grant period will begin July 1, 2008 and end June 30, 2009.

To be considered for funding in FY 2008/2009, it is necessary to complete and return the attached RFP for the CSAT Program by **Thursday, January 31, 2008**.

Should you be interested in submitting an RFP for the CSAT Program, it is available on our OES' Website at: [www.oes.ca.gov](http://www.oes.ca.gov), Law Enforcement & Victim Services Division (mid-page, right-hand side); RFP Funding Information; Child Sexual Abuse Treatment Program Request for Proposal. You may also request the RFP or ask questions via email to Helen Alexander: [helen.alexander@oes.ca.gov](mailto:helen.alexander@oes.ca.gov), or you may request it by writing to: Governor's Office of Emergency Services, Attn: Child Sexual Abuse Treatment Program - Request for Proposal – Children's Section, 3650 Schriever Avenue, Mather, California 95655.

Sincerely,

SCOTT B. FRIZZIE  
DEPUTY DIRECTOR

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION  
CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**

**TABLE OF CONTENTS**

[Printable Version](#)

**I. INFORMATION**

A. INTRODUCTION .....	1
B. CONTACT INFORMATION .....	1
C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS .....	1
D. ELIGIBILITY .....	2
E. FUNDS .....	2
F. PROGRAM INFORMATION .....	2
G. PREPARING A PROPOSAL .....	4

**II. INSTRUCTIONS**

A. <b>PROJECT NARRATIVE</b> .....	5
1. Problem Statement .....	5
2. Plan and Implementation .....	6
B. <b>PROJECT BUDGET</b> .....	8
1. Budget Narrative .....	9
2. Specific Budget Categories .....	9
C. <b>PROPOSAL APPENDIX</b> .....	11
D. <b>PREFERENCE POINTS CERTIFICATION</b> .....	12

**III. ADDITIONAL INFORMATION**

A. <b>SELECTION OF PROPOSAL FOR FUNDING</b> .....	13
1. Proposal Rating .....	13
2. Funding Recommendation .....	13
3. Notification Process .....	13

B.	FINALIZING THE GRANT AWARD AGREEMENT .....	14
1.	Standard Project Funding Authority .....	14
2.	Processing Grant Awards .....	14
C.	ADMINISTRATIVE REQUIREMENTS .....	14
1.	The <i>Recipient Handbook</i> .....	15
2.	Internet Access .....	15
3.	Progress Reports and Data Collection .....	15
4.	Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) .....	15
5.	Technical Assistance/Site Visits .....	15
6.	Monitoring Requirements .....	15
7.	Bonding Requirements .....	16
8.	Audit Requirements .....	16
9.	Copyrights, Rights in Data, and Patents .....	16
10.	Source Documentation .....	16
D.	BUDGET POLICY .....	16
1.	Supplanting Prohibited .....	17
2.	Project Income .....	17
3.	Contracts and Procurements .....	17
4.	Travel Policies .....	17
5.	Participating Staff .....	19
6.	Consultant Services .....	19
7.	Facility Rental .....	20
8.	Rented or Leased Equipment .....	20
9.	Indirect Costs/Administrative Overhead .....	20
10.	Audits .....	20
11.	Equipment .....	21
12.	Prohibited Expense Items .....	21
E.	GLOSSARY OF TERMS .....	24
F.	RATING FORM .....	26
H.	SUMMARY OF PAST PERFORMANCE POLICY .....	30

I.	<a href="#">APPENDIX A</a>	33
A.	Penal Code Section 13836	33
B.	Penal Code Section 13837	34

- IV. [FORMS](#) - Click (FORMS) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select “Forms”, **or** paste the following link into your browser:  
[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)

## [PROPOSAL CHECKLIST AND REQUIRED SEQUENCE](#)

### [PROPOSAL COVER SHEET](#)

GRANT AWARD FACE SHEET

PROJECT CONTACT INFORMATION

SIGNATURE AUTHORIZATION

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

PROJECT BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel Spreadsheet format)- b. Without Match

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

PROJECT SUMMARY

SAMPLE OPERATIONAL AGREEMENT/MEMORANDUM OF UNDERSTANDING

NONCOMPETITIVE BID JUSTIFICATION

NONCOMPETITIVE BID REQUEST

OUT OF STATE TRAVEL REQUEST

EMERGENCY FUND PROCEDURES

OTHER FUNDING SOURCES

PRIOR, CURRENT, AND PROPOSED OES FUNDING (pdf)

PROJECT SERVICE AREA INFORMATION

GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFP supersede previous RFPs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the proposal and can be accessed at the website, [www.oes.ca.gov](http://www.oes.ca.gov), by selecting "Recipient Handbooks."

**B. CONTACT INFORMATION**

Questions concerning this RFP, the application process, or programmatic issues, should be submitted to Helen Alexander, Program Specialist, by fax or e-mail.

Fax: (916) 324-8554  
E-mail: [helen.alexander@oes.ca.gov](mailto:helen.alexander@oes.ca.gov)

Contact information is provided above; however, OES' staff cannot assist the applicant with the actual preparation of its proposal. During the period of time between the publication date of the RFP and the date the competitive proposal is due, OES' staff can only respond to technical questions about the RFP submitted by telephone, fax, or e-mail.

**C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS**

***One original and three copies*** of the proposal must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. ***A late proposal will be deemed ineligible for funding.*** Submission options are:

1. Regular or overnight mail, **postmarked by January 31, 2008**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Child Sexual Abuse Treatment Program – Children's Section

2. Hand delivered by **5:00 p.m. on January 31, 2008** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Child Sexual Abuse Treatment Program – Children's Section

#### **D. ELIGIBILITY**

The Governor's Office of Emergency Services intends to fund via the CSAT Program four established and financially solvent organizations which are currently providing services to child victims of sexual abuse, and will use this funding to expand the availability of services for child victims of sexual abuse and/or sexual exploitation. Priority shall be given to agencies which are operated in close proximity to medical treatment facilities; proximity is defined by OES as having a formal referral system with the nearest general acute care hospital. The applicant must also demonstrate an ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to enhance the project.

Nonprofit community based organizations, state entities, or local units of government are eligible to apply. Private nonprofit 501(c)(3) organizations must provide either certification from the State of California, Office of the Secretary of State, or a letter from the Department of the Treasury of the Internal Revenue Service, classifying the agency as a nonprofit organization. Nonprofit community based organizations must submit the proper documentation for the nonprofit status with the CSAT Program RFP. Failure to do so may result in not fulfilling the eligibility requirement, and thus, disqualification and no further consideration for funding via this RFP process.

#### **E. FUNDS**

The CSAT Program is funded through the State Victim Witness fund. Each grant award period will be for one year beginning July 1 and ending June 30; subsequent 12-month grant award periods will be automatically renewed on July 1 via a reapplication process. Continuation funding is contingent upon availability of State Victim Witness funds for the CSAT Program, successful project performance, and compliance with the grant award agreement. There is no match requirement associated with this grant.

It is anticipated there will be approximately \$256,500 of State Victim Witness funds for the CSAT Program for State Fiscal Year (FY) 2008/09. Grants will be awarded to four applicants in the following categories and amounts:

<b>Projects</b>	<b>Population</b>	<b>Funds</b>
In Large Communities	More than 500,000	\$76,950 – two applicant
In Medium Communities	125,000 – 499,999	\$51,300 - one applicant
In Small Communities	Under 125,000	\$51,300 – one applicant

#### **F. PROGRAM INFORMATION**

The purpose of the CSAT Program is to fund agencies to provide comprehensive treatment services to child victims of sexual abuse and/or sexual exploitation. Services are directed toward child victims under the age of 18. Services to appropriate non offending family members are provided as support to help in the child's recovery.

Treatment services include, but are not limited to: outreach; in person crisis intervention; intake; assessment; individual and group (children) counseling; interagency coordination; and follow-up evaluation.

### Advisory Committee

Penal Code Section 13836 et. seq. (See Appendix A in Part 3, Additional Information) mandated the establishment of the eleven-member State Advisory Committee (SAC) on Sexual Assault Victim Services to advise OES on the development and implementation of the CSAT Program, and to approve funding recommendations. OES appoints five of the committee members, including three district attorneys, one public defender, and one representative of a law enforcement agency. The Commission on the Status of Women appoints six committee members including one medical professional and one representative of a rape crisis center.

### Administrative Authority

OES is the administrative agency for the CSAT Program. The role of OES is to work in conjunction with the SAC to manage and maintain the program. These activities include establishing policies dealing with the operation and direction of the program, providing staff support to SAC, monitoring the projects and contracts selected for funding, and evaluating the program.

The SAC has the authority to approve all grants awarded under this RFP; this information is found in Penal Code Section 13836. (See Appendix A in Part 3, Additional Information)

### Program Criteria

The statutory requirements for funded projects are found in Penal Code Section 13836 and 13837 (please see Appendices A and B in Part 3, Additional Information). These include criteria, restrictions, and priorities.

Some of the criteria include the following:

- Provision of in-person counseling and referral service during normal business hours. These are defined by OES and SAC as one of the following:
  - 8:00 a.m. to 5:00 p.m. – when closed from 12 noon to 1:30 p.m.; or
  - 8:30 a.m. to 5:00 p.m. – when closed for ½ hour during the lunch hour; or
  - 9:00 a.m. to 5:00 p.m. – as long as services are available during the lunch hour.
- Maintain other standards and services determined to be appropriate by SAC.
- Demonstrate the ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to augment state funds appropriated for this project, and make every attempt to qualify for federal funding. (This means projects must actively seek alternative sources of funding and use the funds in a cost effective manner.)
- Maintain quarterly and final progress reports as prescribed by OES.

Restrictions and priorities include the following:

- Funds appropriated under this program shall not supplant local funds, which would be made available in the absence of state funds.

- Priority must be given to agencies operating in close proximity to medical treatment facilities (proximity is defined by OES as having a formal referral system with the nearest general acute care hospital).
- State funds provided to established centers shall be utilized when possible, as determined by the SAC, to expand the program.

### SAC Funding Priorities

The SAC has established the following funding priorities; these are listed in order of their importance:

- 1) To provide funds to projects operating in an area with a high comparative and demonstratable need.
- 2) To provide funds to be directed toward members of groups with special needs (e.g., minority, developmentally disabled, low socioeconomic status, and runaways), to ensure equal access to services.
- 3) To provide funds to projects which represent the state geographically.

## **G. PREPARING A PROPOSAL**

Part IV - Forms includes a link to a Proposal Cover Sheet. Please complete the proposal Cover Sheet and attach it to the front of your proposal.

The following nine (9) components are required for a complete proposal:

- Proposal Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Preference Points Certification Form (*if applicable*);
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c); and
- Proposal Appendix (*refer to Part II, C.*).

**NOTE:** Failure to include the required components may result in a reduced score or disqualification. OES will *not* advise the applicant the proposal is incomplete prior to rating or disqualification.



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the proposal components and to the forms required to complete the proposal.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the proposal. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages and not allow the applicant more space than provided on the OES forms. The applicant must ensure information requested by the RFP instructions is included in the appropriate section of the proposal to receive credit. If a space limitation is specified for a component, strict adherence to the space limitation is required to avoid a reduction in the proposal's score.

Copies of the proposal must be assembled separately and individually fastened in the upper left corner. ***Do not bind proposal.***

**Failure to comply with these spacing/formatting requirements is one of the factors which may negatively impact the applicant's comprehensive assessment score.**

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the proposed plan.

- a) The top of each page must contain the appropriate section heading.
- b) Applicant must fully answer each question and must provide an explanation if a question or portion of a question is not applicable. Applicant should provide details where necessary. Do not cross-reference another section of the proposal as the sole response to a question; answer the question within the space allowed even if the question has already been answered somewhere else in the application.

**1. Problem Statement (Limit three double-spaced pages)**

Provide a narrative description of the problem in the applicant's service area to be addressed by the project. Describe the service area, location, population, economic, demographic, social factors, and the incidence of child sexual abuse and/or exploitation. Describe the specific issues to be addressed by the project. Describe demonstrable need in terms of a waiting list, which results in victims not receiving services within 30 days; or the reported rate of child sexual abuse in the applicant's service area; or the lack of services appropriate to the demographics of the service area. Support the problem statement with current statistical data. Discuss the need for the project; describe why local resources are not meeting this need.

## 2. **Plan and Implementation**

### **Plan:**

#### **a. Project Design** (Limit three double-spaced pages)

Describe how the project will effectively impact the problem. Define the client population to be served. Explain how the proposed services are appropriate to the demographic characteristics of the target population. Describe expected outcomes. Describe staff qualifications, and indicate which staff will provide direct services.

#### **b. Project Objectives and Activities** (Limit fifteen double-spaced pages)

The applicant is required to submit all five mandated objectives and activities as delineated below. Objectives should be listed at the top of the paper with supporting activities listed on the remaining page. The applicant should complete each objective containing a blank with the number of clients to be served. The number should represent the best estimate of the project's ability to provide the service during the grant year. Activities must describe the steps necessary to achieve the objective. Each objective must be accompanied with activities, which address the issues identified in the objective.

Objectives and activities should address the needs discussed in the problem statement, reflect the project design, and support the achievement of the program goals. These should describe staff assignments, and the methods used to measure results. These should be achievable within the grant period, and make reference to the source documents to be used in the reporting results.

**Objective A:** Provide in-person crisis intervention services to \_\_\_\_ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe how you are going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

**Objective B:** Provide in-person individual counseling to \_\_\_\_ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe how you are going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

**Objective C:** Provide group counseling/discussion to \_\_\_\_ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe how you are going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment

plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

**Objective D:** Provide referrals to other services to \_\_\_\_ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe how you are going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

**Objective E:** Provide follow-up support services to \_\_\_\_ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe how you are going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

Additionally, the applicant must comply with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C., 12101, *et seq.*, and *Title 28 of the Code of Federal Regulations, Part 35*. The applicant shall operate so each service is accessible to and usable by individuals with disabilities.

The applicant may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignments of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities, and construction of new facilities.

The applicant must ensure communication with individuals with disabilities is as effective as communication with others without disabilities. The applicant must also ensure individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (i.e., brochures, applications, consents, videos, etc.). The applicant must ensure all aspects of employment comply with ADA including the application process (recruitment and hiring), and employment tasks.

### **Implementation:**

#### **a. Organizational Qualifications** (Limit three double-spaced pages)

Describe the applicant's primary mission and range of focus of services. Indicate if the applicant is a governmental or nonprofit organization.

Describe the qualification of the implementing agency including history, expertise, and whether or not the applicant participates on a multidisciplinary interview team.

Describe project staffing, supervision, and evaluation responsibilities. The project **must include at a minimum a . 50 Full Time Equivalency (FTE) licensed therapist** with specialized training in child sexual abuse treatment issues. When using registered licensed eligible interns, please describe the interns' experience in working with sexually abused and/or sexually exploited children; describe who will provide clinical supervision to registered

license eligible interns. Describe project's expertise in working with child sexual abuse treatment issues. Please attach resumes for project staff and copies of licensures for clinical staff.

Describe how the project will perform California criminal record checks on the project staff to include registered license eligible interns and volunteers.

Describe the applicant's system of clinical record keeping for client contact for information regarding the victim's problem and specific treatment modalities used to help the victim recover.

Describe how the applicant will ensure to obtain a release of information specifically to allow OES to review the clinical records for grant monitoring and site visit purposes only.

Describe the applicant's system to ensure confidentiality of these records.

**b. Coordination With Other Agencies** (Limit three double-spaced pages)

List with what agencies the applicant is proposing coordination of services, and describe those agencies.

Provide a description of planning for coordination and agreements for specific services for the child clients for this program. Provide signed and dated Operational Agreements (OAs) or Memorandums of Understanding (MOU) for each participating agency. The OA/MOU must identify what agencies will provide services, what those services are, the time frame of the agreement, and be signed and dated for FY 2008/09. **Please note:** If both agencies securing the agreement agree to secure the OA/MOU for longer than one year, this can be done; the term of the years of the agreement must be shown.

Describe how the applicant will ensure the participating agencies provide relevant and ongoing services to the child victim and supportive services to the appropriate nonoffending family members in support of the child's recovery.

Describe the type and level of coordination with medical treatment facilities conducting child sexual assault forensic medical examinations. Identify and describe the agency's proximity and relationship with a medical facility appropriate for the examination and treatment of sexually abused children; describe the type and level of coordination. Applicant **must** include an OA/MOU for this agency.

**c. Evaluation Plan** (Limit one double-spaced page)

Describe the methods and procedures for collecting and storing data regarding client services and other activities. Discuss baseline information to be relied upon to measure projected outcomes. Describe how the project will gather information from the beginning of the project to demonstrate the desired results. Describe how the project's services will impact the client population, including changes in the child's behavior occurring as a result of the services provided.

**B. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds including match funds when applicable. Projects may supplement grant funds with funds

from other sources. However, since approved line items are subject to audit, applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project. The following information is provided to assist in the preparation of the budget. Strict adherence to required and prohibited items is expected. **Where the applicant does not budget for a required item, the applicant assumes responsibility.** Failure of the applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting: “*Recipient Handbooks*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFP if you have additional budget questions.

There is no match requirement for this program.

## 1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition the time allocated to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments if applicable.

## 2. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets without match for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page

(Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

**OR**

Each budget category requires line item detail including the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded up to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

**a. Personal Services – Salaries/Employee Benefits (OES A303a)**

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

**b. Operating Expenses (OES A303b)**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be encumbered during the grant period.



The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The applicant must include sufficient per diem and travel allocations for person(s) to attend required OES training conferences or workshops. Applicant must budget for a minimum of one OES-sponsored training session during the grant year. A minimum of two project staff from each participating agency must attend each training conference. Applicant must include sufficient per diem and travel allocations for persons to attend required OES training conferences or workshops. If several staff will be attending the same event, budget for the total number of people.

#### c. Equipment (OES A303c)

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

### C. PROPOSAL APPENDIX

The proposal appendix provides OES with additional information from the applicant to support components of the proposal. The following must be included:

- Organizational Chart: The Organizational Chart should clearly depict the structure of the applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* These documents must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is in “Forms” ([FORMS](#)).
- Certification of Assurance of Compliance
- Project Contact Information
- Signature Authorization

- Detailed Project Summary (please remember it will be reviewed by the State Advisory Committee on Sexual Assault Victim Services which approves funding recommendations)
- Noncompetitive Bid Request
- Emergency Fund Procedures
- Other Funding Sources
- Prior, Current, and Proposed OES Funding
- Project Service Area Information
- Computer and Automated Systems Purchase Justification Guidelines

#### **D. PREFERENCE POINTS CERTIFICATION**

*California Government Code Section 7082* requires OES to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas identified to receive state contract preference points due to high unemployment, lower incomes and population density. The goal of the Enterprise Zone Program is to stimulate growth in economically distressed areas. Five percent (5%) of the proposal's total score will be added to the proposal for the applicant specifically targeting a designated Enterprise Zone for services. Two percent (2%) of the applicant's total score will be added to the proposal for the applicant whose service area includes an Enterprise Zone, but does not specifically target the area for services.

Complete information concerning the Enterprise Zone Program is available on-line from the Housing and Community Development, Division of Financial Assistance web page at <http://www.hcd.ca.gov/fa/cdbg/ez/>. If the applicant is eligible for preference points, certification of eligibility by the appropriate agency must be provided. Self-certification is not allowed.



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**

**PART III – ADDITIONAL INFORMATION**

The applicant is strongly encouraged to review the following sections in preparing the proposal:

- A. Selection of Proposal for Funding
- B. Finalizing the Grant Award Agreement
- C. Administrative Requirements
- D. Budget Policy
- E. Glossary of Terms
- F. Rating Form (applicant is encouraged to review prior to submission of the proposal)
- G. Summary of Past Performance Policy
- I. Appendix A and B (Penal Code Section 13836 and 13837)

**A. SELECTION OF PROPOSAL FOR FUNDING**

**1. Proposal Rating**

Eligible proposals received by the deadline are generally rated by a three member team. The rater's scores are averaged and then ranked numerically. The Rating Form used for this process is included in this section and is for informational purposes only.

**2. Funding Recommendation**

Final funding decisions are made by the Director of OES. Funding recommendations are based on the following:

- the ranked score of the proposal;
- consideration of funding priorities or geographical distribution specific to this RFP; and
- prior negative administrative and programmatic performance, if applicable.

Projects previously funded by OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) grant award conditions may be placed in the Grant Award Agreement. See the attached Past Performance Policy for details.

**3. Notification Process**

Applicants will be notified in writing of the results of the rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

## **B. FINALIZING THE GRANT AWARD AGREEMENT**

### **1. Standard Project Funding Authority**

**Allocation of funds is contingent on the enactment of the State Budget.** OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

### **2. Processing Grant Awards**

#### **a. Grant Award Conditions**

OES may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by OES.

#### **b. Grant Award Agreement**

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

#### **c. Grant Award Amounts**

When the amount of funds available is limited, OES may reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

## **C. ADMINISTRATIVE REQUIREMENTS**

The following requirements apply to projects selected for funding and are explained below for the recipient's planning purposes.

**1. The Recipient Handbook (RH)**

The *Recipient Handbook* is accessible on the OES Internet website at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting “*Recipient Handbooks*.” The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding grant funds or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* by referencing the handbook section (RH) number.

**2. Internet Access (RH 11500)**

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the RFP instructions.

**3. Progress Reports and Data Collection (RH 10100)**

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

**4. Monthly/Quarterly Report of Expenditures and Request for Funds (RH 6300)**

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

**5. Technical Assistance/Site Visits (RH 10300)**

Funded projects are assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

**6. Monitoring Requirements (RH 10400)**

A monitoring visit is an onsite assessment by OES staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

## 7. **Bonding Requirements (RH 2160)**

Private community-based organizations and American Indian organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the “State of California, Governor’s Office of Emergency Services” and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

## 8. **Audit Requirements (RH 8100)**

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

## 9. **Copyrights, Rights in Data, and Patents (RH 5300)**

OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

## 10. **Source Documentation (RH 10111)**

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFP instructions. Recipients will be required to have written job descriptions on file for positions funded by OES detailing specific grant-related activities to achieve project objectives.

## D. **BUDGET POLICY**

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting “*Recipient Handbooks*.”

## 1. **Supplanting Prohibited (RH 1313)**

Grant funds must be used to supplement existing funds for program activities and ***not replace*** funds appropriated for the same purpose. If selected for funding, a written certification must be provided to OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1313 of the *Recipient Handbook*.

## 2. **Project Income (RH 6610)**

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP instructions.

## 3. **Contracts and Procurements (RH 3400)**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a statement stating the selection of the individual organization was made competitively or a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

## 4. **Travel Policies (RH 2236)**

The following is OES' current travel policy:

### a. **Selection of Travel Policy (RH 2236)**

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

#### 1) Units of Government

Units of government may use their own written travel policy or the state policy.

#### 2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

**b. State Travel Policy (RH 2236.2)**

Use the following state travel policy for budgeting travel expenses:

**1) Out-of-State Travel**

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for OES approval.

**2) Mileage**

When a privately owned vehicle is utilized on project-related business, a maximum of 48.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

**3) Meals and Incidentals****a) Breakfast \$6.00**

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

**b) Lunch \$10.00**

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

**c) Dinner \$18.00**

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

**d) Incidentals \$6.00**

Incidentals may be claimed for trips of 24 hours or more.

**e) Total Per Diem**

The maximum is \$40.00 for a 24-hour period.

**4) Lodging**

The maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

5. **Participating Staff (RH 4500)**

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

6. **Consultant Services (RH 3710)**

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. **Rates**

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. **Expert Witness Fees (RH 3710.2)**

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to



cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project's total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- rate of pay per hour including documentation of a survey of the availability of similar consultants, the current "going rate," and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- justification why this cost cannot be paid with other funds (Attach the justification to OES A303b).

## **7. Facility Rental (RH 2232)**

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

### **a. Rental Space for Training and Counseling Rooms (RH 2232.1)**

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by other source.

## **8. Rented or Leased Equipment (RH 2233)**

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of a rental or lease agreement.

## **9. Indirect Costs/Administrative Overhead (RH 2220)**

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by applicant for indirect costs if allowable by the funding source.

## **10. Audits (RH 8150)**

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:



- if the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the applicant may budget up to one and a half percent (1.5%) of the total grant for financial audit cost.

## **11. Equipment (RH 2300)**

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

### **a. Allowable Expenses**

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by OES is required.

### **b. Computers (RH 2340)**

#### **1) Community-Based Organizations (RH 2342.1)**

Community-based organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required.

#### **2) Units of Government (RH 2342.2)**

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

#### **3) Computer Purchase Justification (RH 2341)**

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the applicant will be sent instructions for preparing the justification.

**c. Automobiles (RH 2331)**

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobiles usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by OES's program staff during a site visit, monitoring visit, and/or audit.

**12. Prohibited Expense Items (RH 2240)**

**a. Lobbying (RH 2242)**

Refer to RH 2242.1 for an extensive list of prohibited activities.

**b. Fundraising (RH 2243)**

OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

**c. Real Property and Improvements (RH 2244)**

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFP instructions.

**d. Interest (RH 2245)**

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

**e. Food and Beverages (RH 2246)**

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

**f. Weapons and Ammunition (RH 2247)**

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFP instructions.

**g. Membership Dues (RH 2248)**

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFP instructions.

**h. Professional License (*RH 2248*)**

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFP instructions.

**i. Annual Professional Dues or Fees (*RH 2248*)**

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFP instructions.

**j. Charges, Fees and Penalties (*RH 2245*)**

Finance charges, late payment fees, penalties and returned check charges are not allowable expenditures.

**k. Depreciation (*RH 2249*)**

Equipment costs may not include additional costs calculated for depreciation.

## E. GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or action a project takes to achieve a measurable objective.
Application	Once selected for funding, the original proposal and additional forms as required by OES becomes the application. This application, once signed by the OES director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A documented, tax exempt, nonprofit, public benefit corporation serving the community. This term is used synonymously with nonprofit organization.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed agreement between OES and the local government agency or organization authorized to accept grant funding.
Grant Award Forms	The forms needed to prepare an application or proposal. They may be accessed on the OES website under " <i>Forms</i> " ( <a href="#">FORMS</a> )
Grant Funding Cycle	The number of years a program <b>may</b> be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA) which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Noncompetitive Bid Contract	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A documented, tax exempt, nonprofit, public benefit corporation serving the community. The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.

Term	Definition
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project, including the transfer of grant funds when appropriate. This includes MOUs, Letters of Intent, etc.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of law enforcement or victim services and supported by an appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a funded state or local government agency or CBO.
Proposal	The packet of information and forms required by the RFP and submitted to OES which specifies the priorities, strategies and objectives of the applicant.
Recipient	The agency or organization designated on the Grant Award Face Sheet which receives the grant funds and who will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook	This handbook outlines the administrative and fiscal terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these conditions. The <i>Recipient Handbook</i> is accessible on the OES website at <a href="http://www.oes.ca.gov">www.oes.ca.gov</a> by selecting "Recipient Handbooks."
Request for Application (RFA)	The RFA is a packet of instructions and forms issued by OES to obtain applications from applicants through a noncompetitive process.
Request for Proposal (RFP)	The RFP is a packet of instructions and forms issued by OES to solicit competitive proposals in order to select projects for funding.
Supplanting	Supplanting is the deliberate reduction of federal, state, or local funds due to the existence of OES funds thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**

**F. RATING FORM**

	Control #:
	Rater #:
APPLICANT:	
FUNDS REQUESTED:	
PREFERENCE POINTS: <input type="checkbox"/> zero <input type="checkbox"/> 2% <input type="checkbox"/> 5%	

**In order to receive funding, applicant must receive a minimum of fifty percent (50%) of the Total Points Possible (not including the Preferred Points Certification points) to receive funding for this program.**

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT .....	<u>150</u>
2. PLAN and IMPLEMENTATION .....	<u>360</u>
3. BUDGET .....	<u>75</u>
4. COMPREHENSIVE ASSESSMENT .....	<u>65</u>
<b>TOTAL.....</b>	<b>650</b>

Each of the above categories contains questions that are assigned a point value. The point scale is divided into five columns labeled I, II, III, IV, and V. The applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal or the intent of the program.
- III. SATISFACTORY:** The response addresses the question, providing a good understanding of the applicant's intent. Response adequately supports the proposal and the intent of the program.
- IV. ABOVE AVERAGE:** The response is above average, providing a clear and detailed understanding of the applicant's intent. The response presented a persuasive argument supporting the proposal and the intent of the program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed and relevant information. The response presented a compelling argument supporting the proposal and the intent of the program.

I	II	III	IV	V
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## 1. PROBLEM STATEMENT (Maximum 150 points)

a. How well does the problem statement describe the service area, location, population, economic, demographic, social factors, and incidence of child sexual abuse and/or exploitation; does it address the need for the project, the specific issues to be addressed, and are the issues relevant and justify the need for the project?	0	13	25	38	50
b. How well is the demonstrable need defined in terms of a waiting list resulting in child victims not receiving services within 30 days; or a high reported rate of child sexual abuse in the service area; or the lack of services appropriate to the demographics of the service area?	0	13	25	38	50
c. How well is the problem statement supported by current statistical data and why local resources are not meeting the needs of the child clients?	0	13	25	38	50

## 2. PLAN AND IMPLEMENTATION (Maximum 360 points)

### a. Project Design

1) Is the project effectively designed to impact the problem; does it define the child client population to be served and is it appropriate; are the proposed services appropriately designed for the demographic characteristics of the target population?	0	13	25	38	50
2) How well does the project design clearly describe the expected outcomes, staff qualifications, and which staff will provide direct services; does the assigned staff appear to be appropriate for the implementation of services to the child victims and support services to the non offending family member on behalf of the child's recovery?	0	7	13	19	25

### b. Objectives and Activities

1) Are the five mandated objectives and activities included; do these reflect the project design and are these realistic and achievable?	0	7	13	19	25
2) How well do the objectives and activities measure the quantity of services; do these appear to be reasonable and achievable; is the source documentation clearly described?	0	7	13	19	25
3) Are project staff assignments and time allocated appropriate to implement the objectives and activities?	0	6	12	17	20
4) Do the objectives and activities include the methods to be used to measure results; do these appear to be effective and reasonable; are these achievable within the grant period?	0	3	5	8	10

	I	II	III	IV	V
5) How well does the applicant describe its plan to ensure communication with individuals with disabilities is as effective as communication with others without disabilities; does the plan sufficiently meet the needs of individuals with disabilities?	0	7	13	19	25
<b>c. Organizational Qualifications</b>					
1) How well does the applicant describe the primary mission, range of focus of services of the implementing agency; the qualifications of the implementing agency including history, expertise; participation on a multidisciplinary interview team; and does the organization appear to be appropriate and able to implement the program?	0	13	25	38	50
2) Does the applicant have sufficient expertise in working with sexually abused and/or sexually exploited children to adequately provide services; are resumes of all project staff and licensures of clinical staff enclosed?	0	7	13	19	25
3) Does the applicant describe the project staffing, supervision of the staff, evaluation responsibilities, and the method to perform California criminal background checks on project staff to include registered license eligible interns and volunteers; does it have or plans to hire at a minimum a .50 Full Time Equivalency (FTE) licensed therapist with specialized training in child sexual abuse treatment issues; if using registered licensed eligible interns, does it describe the interns' experience in working with sexually abused and/or sexually exploited children and who will provide clinical supervision to registered license eligible interns.?	0	7	13	19	25
4) How well does the applicant describe the procedures utilized to ensure confidentiality of records; do these appear to be adequate; is there a system in place for release of child victim's confidential information to OES staff?	0	3	5	8	10
<b>d. Coordination With Other Agencies</b>					
1) How well does the applicant describe coordination with other agencies and what relevant and ongoing services will be provided to the child victims and to their appropriate non offending family member; does the plan appear to be adequate and effective?	0	7	13	19	25
2) Is there an OA/MOU provided for each participating agency listed and are these signed and the time frames dated for FY2008/09 or for a longer time period?	0	3	5	8	10
3) Does the applicant document an established relationship with a medical facility for the examination and treatment of child sexual abused victims including the type and level of coordination; is the required proximity as defined by OES established; is an OA/MOU included signed and the time frames dated for FY2008/09 or for a longer time period?	0	7	13	19	25



I	II	III	IV	V
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**e. Evaluation Plan**

1) How well does the applicant describe the methods and procedures for collecting and storing data regarding services to the child client and support services to the non offending family members on behalf of the child's recovery; does the plan appear to be realistic and achievable; is the baseline information presented in a manner to be relied upon to measure projected outcomes?	0	3	5	8	10
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**3. BUDGET, including Budget Narrative  
(Maximum 75 points)**

a. How well does the budget narrative support the proposed objectives and activities; the time commitment of project-funded staff to support the proposed objectives and activities; are these realistic; are the qualifications of the project staff included?	0	13	25	38	50
b. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities; does the budget provide the hourly rate for employees who will not work full time in the project; and does it provide staff' Full Time Equivalency (FTE)?	0	7	13	19	25

**4. COMPREHENSIVE ASSESSMENT  
(Maximum 65 points)**

a. How well does this proposal support the overall intent, goals, and purpose of the program?	0	15	33	45	65
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## H. SUMMARY OF PAST PERFORMANCE POLICY

The following is a summary of OES' Past Performance Policy. A complete copy may be obtained by sending a written, fax or email request to the attention of the Deputy Director of Law Enforcement and Victim Services Division:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Child Sexual Abuse Treatment Program – Children's Section  
Fax: (916) 327-5674

### 1. General Policy

This policy is intended to penalize existing recipients having serious performance problems and will be utilized only in connection with the RFP process on the awarding of grants for new funding cycles. It was developed in consultation with OES' advisory groups.

### 2. Penalty Levels

Level A: Complete disqualification from RFP process.

Level B: 10% point reduction of total possible points from an applicant's score.

### 3. Standard For Invoking This Policy

The standard for invoking either penalty is whether the applicant's compliance with grant terms and conditions falls **significantly** below average — far below the level to be expected of other recipients, and not minor incident(s) of noncompliance with OES policies.

#### ***a. Serious Performance Problems Eligible For Consideration***

Performance problems which would qualify under this policy include, but are not limited to:

- 1) significant failure to account for use of funds, mishandling/misuse of funds, fraud or embezzlement, or other material accounting irregularities or violation(s), as documented in an audit report, monitoring report, police report, or other similar objective documentation;
- 2) violation(s) of material statutory requirements related to the grant;
- 3) a willful or grossly negligent violation of an OES policy, or Terms of the Program, but **only after** the recipient had been provided:
  - a) technical assistance by OES, including a site visit if necessary, to remedy the violation;
  - b) at least one written notice (per violation); and
  - c) a reasonable opportunity to remedy the violation.

Written notice of serious performance problems will be provided to the recipient's executive officer. Failure to remedy the violation may negatively impact the recipient's eligibility for future funding.

It is not necessary for a criminal conviction to have occurred for OES to consider actions appearing to constitute fraud, embezzlement, mishandling of funds or other types of statutory violations. OES must only have reliable evidence this conduct occurred. Moreover, only properly documented performance problems will be considered.

**b. Factors Considered**

In determining an appropriate penalty, factors to be considered include, but are not limited to:

- 1) the seriousness of the problem;
- 2) whether the problem identified were intentional;
- 3) whether the problem revealed dishonest behavior by the applicant;
- 4) whether the interests of the State or the public were harmed by the problem;
- 5) whether the problem or problems were a one-time occurrence or represent an ongoing pattern of behavior;
- 6) whether the problem was documented objectively; and
- 7) whether OES attempted to assist the recipient in remedying the problem.

**c. Specific Examples**

Performance problems should be considered on a case-by-case basis, with the totality of the circumstances to be considered. The following examples are not intended to be binding or restrictive of OES' authority to determine the appropriate penalty in a particular case:

- 1) OES conducts a visit of a project and makes the following findings:
  - a) the shelter failed to pay overtime on two occasions;
  - b) three timesheets did not contain a supervisor's approval; and
  - c) the project's doors opened at 9:30 a.m. instead of 9:00 a.m. as stated on its RFP proposal.

A corrective action plan is developed and the recipient takes steps to address the findings. Communication with the recipient four months later shows the findings have been corrected.

**Penalty: None**

- 2) An audit a year ago discovered a project employee embezzled \$300 of OES funds. The audit concludes this occurred in part due to inadequate management controls and supervision by the project. The employee was fired and the case submitted to the district attorneys office for prosecution. The recipient has implemented new accounting and management policies and procedures, and promises to better supervise its employees. No other problems with the recipient are known.

**Penalty: Level B**

- 3) A project has agreed to provide victim advocacy services in County X. The recipient spends \$40,000 on non grant related expenses but does not provide the services. This is documented in the site visit report. The project's Progress Reports to OES report the services are being provided. OES refers the matter to the district attorney for prosecution, but no additional steps have yet been taken.

**Penalty: Level A**

#### **4. Notification to the Applicant and Appeal of Decision**

A letter will be sent by certified mail to the applicant denied funding due to past performance problem(s). The applicant shall be provided with a summary of why the performance problem penalty was invoked. The applicant is entitled to appeal the denial of funding on the same basis as other appeals of denial of funding, pursuant to the Appeals Guidelines.

## APPENDIX A

### CALIFORNIA CODES PENAL CODE SECTION 13836-13836.2

**13836.** The agency or agencies designated by the Director of Finance pursuant to Section 13820 shall establish an advisory committee which shall develop a course of training for district attorneys in the investigation and prosecution of sexual assault cases, child sexual exploitation cases, and child sexual abuse cases and shall approve grants awarded pursuant to Section 13837. The courses shall include training in the unique emotional trauma experienced by victims of these crimes.

It is the intent of the Legislature in the enactment of this chapter to encourage the establishment of sex crime prosecution units, which shall include, but not be limited to, child sexual exploitation and child sexual abuse cases, in district attorneys' offices throughout the state.

**13836.1.** The committee shall consist of 11 members. Five shall be appointed by the executive director of the agency or agencies designated by the Director of Finance pursuant to Section 13820, and shall include three district attorneys or assistant or deputy district attorneys, one representative of a city police department or a sheriff or a representative of a sheriff's department, and one public defender or assistant or deputy public defender of a county. Six shall be public members appointed by the Commission on the Status of Women, and shall include one representative of a rape crisis center, and one medical professional experienced in dealing with sexual assault trauma victims. The committee members shall represent the points of view of diverse ethnic and language groups.

Members of the committee shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties. Staff support for the committee shall be provided by the agency or agencies designated by the Director of Finance pursuant to Section 13820.

**13836.2.** (a) The office shall reimburse each county for the costs of salaries and transportation to the extent necessary to permit up to 10 percent of the staff of the district attorney to complete the course of training established pursuant to this chapter. The office shall prescribe the manner in which the training shall be obtained. The training shall be offered at least twice each year in both northern and southern California.

(b) The office shall seek certification from the State Bar of the course as a course which may be taken to complete the Criminal Law Specialist Certificate.

## APPENDIX B

### CALIFORNIA CODES PENAL CODE SECTION 13837-13838

13837. (a) The OES shall provide grants to proposed and existing child sexual exploitation and child sexual abuse victim counseling centers and prevention programs. Grant recipients shall provide appropriate in-person counseling and referral services during normal business hours, and maintain other standards or services which shall be determined to be appropriate by the advisory committee established pursuant to Section **13836** as grant conditions. The advisory committee shall identify the criteria to be utilized in awarding the grants provided by this chapter before any funds are allocated.

In order to be eligible for funding pursuant to this chapter, the centers shall demonstrate an ability to receive and make use of any funds available from governmental, voluntary, philanthropic, or other sources which may be used to augment any state funds appropriated for purposes of this chapter. Each center receiving funds pursuant to this chapter shall make every attempt to qualify for any available federal funding.

State funds provided to establish centers shall be utilized when possible, as determined by the advisory committee, to expand the program and shall not be expended to reduce fiscal support from other public or private sources. The centers shall maintain quarterly and final fiscal reports in a form to be prescribed by the administering agency. In granting funds, the advisory committee shall give priority to centers which are operated in close proximity to medical treatment facilities.

(b) (1) It is the intent of the Legislature that a goal or purpose of the OES shall be to ensure that all victims of sexual assault and rape receive comprehensive, quality services, and to decrease the incidence of sexual assault through school and community education and prevention programs.

(2) The OES and the advisory committee established pursuant to Section **13836** shall collaboratively administer sexual assault/rape crisis center victim services programs and provide grants to proposed and existing sexual assault services programs (SASPs) operating local rape victim centers and prevention programs. All SASPs shall provide the services in subparagraphs (A) to (G), inclusive, and to the extent federal funding is made available, shall also provide the service described in subparagraph (H). The OES shall provide financial and technical assistance to SASPs in implementing the following services:

- (A) Crisis intervention, 24 hours per day, seven days per week.
- (B) Followup counseling services.
- (C) In-person counseling, including group counseling.
- (D) Accompaniment services.
- (E) Advocacy services.
- (F) Information and referrals to victims and the general public.
- (G) Community education presentations.
- (H) Rape prevention presentations and self-defense programs.

(3) The funding process for distributing grant awards to SASPs shall be administered as follows:

(A) The OES and the advisory committee established pursuant to Section **13836** shall collaboratively adopt each of the following:

(i) The process and standards for determining whether to grant, renew, or deny funding to any SASP applying or reapplying for funding under the terms of the program.

(ii) For SASPs applying for grants under the RFP process described in subparagraph (B), a system for grading grant applications in relation to the standards established pursuant to clause (i), and an appeal process for applications that are denied. A description of this grading system and appeal process shall be provided to all SASPs as part of the application required under the RFP process.

(iii) For SASPs reapplying for funding under the RFA process described in subparagraph (D), a system for grading the performance of SASPs in relation to the standards established pursuant to clause (i), and an appeal process for decisions to deny or reduce funding. A description of this grading system and appeal process shall be provided to all SASPs receiving grants under this program.

(B) Grants for centers that have previously not been funded or were not funded in the previous cycle shall be awarded as a result of a competitive request for proposal (RFP) process. The RFP process shall comply with all applicable state and federal statutes for sexual assault/rape crisis center funding, and to the extent possible, the response to the RFP shall not exceed 25 narrative pages, excluding attachments.

(C) Grants shall be awarded to SASPs that propose to maintain services previously granted funding pursuant to this section, to expand existing services or create new services, or to establish new sexual assault/rape crisis centers in underserved or unserved areas. Each grant shall be awarded for a three-year term.

(D) SASPs reapplying for grants shall not be subject to a competitive bidding grant process, but shall be subject to a request for application (RFA) process. The RFA process for a SASP reapplying for grant funds shall consist in part of an assessment of the past performance history of the SASP in relation to the standards established pursuant to subparagraph (A). The RFA process shall comply with all applicable state and federal statutes for sexual assault/rape crisis center funding, and to the extent possible, the response to the RFA shall not exceed 10 narrative pages, excluding attachments.

(E) Any SASP funded through this program in the previous grant cycle shall be funded upon reapplication, unless its past performance history fails to meet the standards established pursuant to clause (i) of subparagraph (A).

(F) The OES shall conduct a minimum of one site visit every three years for each agency funded to provide sexual assault/rape crisis centers. The purpose of the site visit shall be to conduct a performance assessment of, and provide subsequent technical assistance for, each center visited. The performance assessment shall include, but need not be limited to, a review of all of the following:

- (i) Progress in meeting program goals and objectives.
- (ii) Agency organization and facilities.
- (iii) Personnel policies, files, and training.
- (iv) Recordkeeping, budgeting, and expenditures.
- (v) Documentation, data collection, and client confidentiality.

(G) After each site visit conducted pursuant to subparagraph (F), the OES shall provide a written report to the SASP summarizing the performance of the SASP, any deficiencies noted, any corrective action needed, and a deadline for corrective action to be completed.

The OES shall also develop a corrective action plan for verifying the completion of any corrective action required. The OES shall submit its written report to the SASP no more than 60 days after the

site visit. No grant under the RFA process shall be denied if the SASP did not receive a site visit during the previous three years, unless the OES is aware of criminal violations relative to the administration of grant funding.

(H) SASPs receiving written reports of deficiencies or orders for corrective action after a site visit shall be given no less than six months' time to take corrective action before the deficiencies or failure to correct may be considered in the next RFA process. However, the OES shall have the discretion to reduce the time to take corrective action in cases where the deficiencies present a significant health or safety risk or when other severe circumstances are found to exist. If corrective action is deemed necessary, and a SASP fails to comply, or if other deficiencies exist that, in the judgment of the OES, cannot be corrected, the OES shall determine, using its grading system, whether continued funding for the SASP should be reduced or denied altogether. If a SASP has been determined to be deficient, the OES may, at any point during the SASP's funding cycle following the expiration of the period for corrective action, deny or reduce any further funding.

(I) If a SASP applies or reapplies for funding pursuant to this section and that funding is denied or reduced, the decision to deny or reduce funding shall be provided in writing to the SASP, along with a written explanation of the reasons for the reduction or denial made in accordance with the grading system for the RFP or RFA process. Except as otherwise provided, any appeal of the decision to deny or reduce funding shall be made in accordance with the appeal process established by the OES. The appeal process shall allow a SASP a minimum of 30 days to appeal after a decision to deny or reduce funding. All pending appeals shall be resolved before final funding decisions are reached.

(J) It is the intent of the Legislature that priority for additional funds that become available shall be given to currently funded, new, or previously unfunded SASPs for expansion of services.

However, the OES may determine when expansion is needed to accommodate underserved or unserved areas. If supplemental funding is unavailable, the OES shall have the authority to lower the base level of grants to all currently funded SASPs in order to provide funding for currently funded, new, or previously unfunded SASPs that will provide services in underserved or unserved areas. However, to the extent reasonable, funding reductions shall be reduced proportionately among all currently funded SASPs. After the amount of funding reductions has been determined, SASPs that are currently funded and those applying for funding shall be notified of changes in the available level of funding prior to the next application process. Funding reductions made under this paragraph shall not be subject to appeal.

(K) Notwithstanding any other provision of this section, the OES may reduce funding to a SASP funded pursuant to this section if federal funding support is reduced. Funding reductions as a result of a reduction in federal funding shall not be subject to appeal.

(L) Nothing in this section shall be construed to supersede any function or duty required by federal acts, rules, regulations, or guidelines for the distribution of federal grants.

(M) As a condition of receiving funding pursuant to this section, a SASP shall do each of the following:

(i) Demonstrate an ability to receive and make use of any funds available from governmental, voluntary, philanthropic, or other sources that may be used to augment any state funds appropriated for purposes of this chapter.

(ii) Make every attempt to qualify for any available federal



funding.

(N) For the purposes of this paragraph, "sexual assault" means an act or attempt made punishable by Section 220, 261, 261.5, 262, 264.1, 266c, 285, 286, 288, 288a, or 647.6.

(O) For the purposes of this paragraph, "sexual assault service program" or "SASP" means an agency operating a sexual assault/rape crisis center.

13838. "Peer counselor" means a provider of mental health counseling services who has completed a specialized course in rape crisis counseling skills development, participates in continuing education in rape crisis counseling skills development, and provides rape crisis counseling in consultation with a mental health practitioner licensed within the State of California.